



[Docket No. FR-7061-N-17]

**60-Day Notice of Proposed Information Collection: Housing Choice Voucher Program and Tribal HUD-VASH, OMB No.: 2577-0169**

**AGENCY:** Office of the Assistant Secretary for Public and Indian Housing, HUD.

**ACTION:** Notice.

**SUMMARY:** HUD is seeking approval from the Office of Management and Budget (OMB) for the information collection described below. In accordance with the Paperwork Reduction Act, HUD is requesting comment from all interested parties on the proposed collection of information. The purpose of this notice is to allow for 60 days of public comment.

**DATES:** Comments Due Date: **[INSERT DATE 60 DAYS AFTER THE DATE OF PUBLICATION IN THE FEDERAL REGISTER.]**

**ADDRESSES:** Interested persons are invited to submit comments regarding this proposal.

Comments should refer to the proposal by name and/or OMB Control Number and should be sent to: Colette Pollard, Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000; telephone 202-402-0306 (this is not a toll-free number) or email at [Colette.Pollard@hud.gov](mailto:Colette.Pollard@hud.gov) for a copy of the proposed forms or other available information. HUD welcomes and is prepared to receive calls from individuals who are deaf or hard of hearing, as well as individuals with speech and communication disabilities.

To learn more about how to make an accessible telephone call, please visit <https://www.fcc.gov/consumers/guides/telecommunications-relay-service-trs>.

**FOR FURTHER INFORMATION CONTACT:** Leea Thornton, Office of Policy, Program and Legislative Initiatives, Public and Indian Housing, Department of Housing and Urban Development, 451 7th Street, SW., Room 3178, Washington, DC 20410; telephone 202-402-6455. HUD welcomes and is prepared to receive calls from individuals who are deaf or hard of hearing, as well as individuals

with speech and communication disabilities. To learn more about how to make an accessible telephone call, please visit <https://www.fcc.gov/consumers/guides/telecommunications-relay-service-trs>.

Copies of available documents submitted to OMB may be obtained from Ms. Thornton.

**SUPPLEMENTARY INFORMATION:** This notice informs the public that HUD is seeking approval from OMB for the information collection described in Section A.

#### **A. Overview of Information Collection**

Title of Information Collection: Housing Choice Voucher (HCV) Program, Project-based Voucher (PBV) Program and Tribal HUD-VASH.

OMB Approval Number: 2577-0169.

Type of Request: Reinstatement, with change of previously approved collection for which approval has expired.

Form Numbers: HUD-50164, HUD-52515, HUD-52517, HUD-52530A Part 1, HUD-52530A Part 2, HUD-52530B Part 1, HUD-52530B Part 2, HUD-52530C, HUD-52531A, HUD-52531B, HUD-52578B, HUD-52580, HUD-52580A, HUD-52641, HUD-52641A, HUD-52642, HUD-52646, HUD-52649, HUD-52665, HUD-52667, HUD-5980

Description of the need for the information and proposed use:

Public housing agencies (PHAs) assist very low-income families to lease housing on the private rental market. PHAs maintain records on participant eligibility, unit acceptability, housing assistance payments, and budget and payment documentation. PHAs may also project-base a portion of their vouchers or use their vouchers under the Homeownership option.

When new funding is available, PHAs provide information on their qualifications and experience to administer additional vouchers or provide specific funded services and HUD scores applications based on the information required in the funding notice. The PHAs must establish a utility allowance schedule for all utilities and other services. Units must be inspected using HUD-prescribed forms to determine if the units

meet the Housing Quality Standards (HQS) of the Housing Choice Voucher (HCV) program. After the PHA provides a briefing and information packet to the family, the PHA issues the family a voucher to search for a unit. When the family finds a unit, they submit a Request for Tenancy Approval when it finds a suitable unit for its needs. With approval from the PHA, the family may move to another unit with continued assistance using the same forms and process already described. If the family exercises their right to transfer and “port” out of the PHA’s jurisdiction, the initial PHA will use a standardized form to submit portability information to the receiving PHA who will also use the form for monthly portability billing. PHAs and owners will enter into a Housing Assistance Payment (HAP) contract that provides information on rents, payments, certifications, notifications, and other HCV requirements. A Tenancy Addendum for the HCV program is included in the HAP contract as well as incorporated in the lease between the owner and the family. Families that participate in the Homeownership option will execute a statement regarding their responsibilities and execute contracts of sale including an additional contract of sale for new construction units.

PHAs participating in the Project Based Voucher (PBV) program will enter into Agreements with owners for developing projects, HAP contracts with owners of existing housing and new construction/rehabilitation projects, and a Statement of Family Responsibilities with the family. A lease addendum is executed between the family and the owner of a PBV project.

This information collection also includes the Tribal HUD-VA Supportive Housing Program (Tribal HUD-VASH), which provides rental assistance and supportive services to Native American veterans who are homeless or at risk of homelessness living on or near a reservation or other Indian areas. Housing assistance under this program is made available by grants to tribes and Tribally Designated Housing Entities (TDHEs) that are eligible to receive Indian Housing Block Grant (IHBG) funding under the Native American Housing Assistance and Self-Determination Act (25 U.S.C. 4101) (NAHASDA). Tribes request tenant-based and/or project-based rental assistance by the number of bedrooms in a rental unit. Grants and renewal funds are awarded based on the number rental units (Tenant-Based and Project-Based Rental Assistance) approved by HUD. Grants include an additional amount for administrative costs and eligible homeless veterans receive case management services

through the Department of Veterans Affairs. Information collection requirements for this demonstration program are based on the Federal Register Notice, “Implementation of the Tribal HUD-VA Supportive Housing Program” (FR 6091-N-01) and renewal funding criteria established in PIH Notice 2018-10, “Procedural Guidance for Tribal HUD-VA Supportive Housing Renewal Grant Applications.”

The following changes were made to comply with current laws and to fix typos:

- 1) HUD-52641 Housing Assistance Payment (HAP) Contract and the HUD-52641A Tenancy Addendum were updated to reflect requirements in the Permanently Protecting Tenants at Foreclosure Act of 2017 (Public Law 115-174).
- 2) HUD-52649 Statement of Homeownership Obligations was updated to reflect the requirement in *Housing Counseling: New Certification Requirements* (81 FR 90632 (Dec 14, 2016)).
- 3) HUD-52531A Part 1: PBV Agreement to Enter into HAP Contract for New Construction and Rehabilitation was updated to fix a typo.
- 4) HUD-52530A Part 1 and HUD-52530B Part 1 were updated to reflect changes made in the *Implementation of the Fostering Stable Housing Opportunities Amendments* (87 FR 3570 (Jan. 24, 2022)). The term “designated” was changed to “contracted” per PIH Notice 2017-21 Implementation Guidance: Housing Opportunity Through Modernization Act 2016 (HOTMA) – Housing Choice Voucher (HCV) and Project-Based Voucher (PBV) Provisions, Attachment E. A few typos were also corrected.
- 5) When referring to discrimination based on sex, added “including sexual orientation and gender identity” in parentheses to clarify that protections are provided under the Fair Housing Act. This change was made to the following forms: HUD-52641 HAP Contract, HUD-52641A Tenancy Addendum, HUD-52642 Manufactured Home Space Rental HAP Contract, HUD-52530A PBV HAP Contract New Construction Part 2, HUD-52530B PBV HAP Contract Existing Housing Part 2, HUD-

52530C PBV Tenancy Addendum, HUD-52531B Agreement to Enter in a HAP Contract Part 1, HUD-52578B PBV Statement of Family Responsibilities.

6) Reformatted the HUD-52646 Voucher and the HUD-5980 Tribal HUD-VASH Leasing Performance Report to ensure the forms are 508 compliant.

7) Updated PRA Burden Statements and the Privacy Act Statements to ensure inclusion of required components.

8) Added language near the signature line on several forms to notify those signing the forms of the penalty for providing false information.

9) Added required language related to the Violence Against Women Act to the HUD-52642 Manufactured Home Space Rental HAP Contract.

Respondents (i.e. affected public): State and Local Governments, Tribes and TDHEs, owners of rental housing.

Estimated Number of Respondents: 2,244 PHAs and Tribal HUD-VASH grantees.

Estimated Number of Responses: 5,762,595.

Frequency of Response: Varies by form.

Description	Number of Respondents	Responses per Respondent	Total Annual Responses	Hours per Response	Total Hours
Application (HUD –52515)	300.00	1.00	300.00	5.00	1,500.00
Application for Federal Assistance (SF-424) <sup>1</sup>	300.00	1.00	300.00	0.75	225.00
Applicant/Recipient Disclosure/Update Report (HUD-2880) <sup>2</sup>	300.00	1.00	300.00	0.08	24.00

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<sup>1</sup> This form is included in another PRA (OMB 2501-0032). The additional burden hours for the voucher program are included in this application (4040-0004)

<sup>2</sup> This form is included in another PRA (OMB 2501-0032). The additional burden hours for the voucher program are included in this application (2510-0011)

Acknowledgement of Application Receipt (HUD-2993) <sup>3</sup>	300.00	1.00	300.00	0.08	24.00
Certification of Consistency with the Consolidated Plan (HUD-2991) <sup>4</sup>	300.00	1.00	300.00	0.08	24.00
Disclosure of Lobbying Activities (SF-LLL)	300.00	1.00	300.00	0.08	24.00
Tenant-Furnished Utilities (HUD-52667)	2,192.00	350.00	767,200.00	0.25	191,800.00
Inspection Checklist (HUD-52580 and 52580-A)	2,192.00	950.00	2,082,400.00	0.50	1,041,200.00
Inspection Form (HUD-52580A)	2,192.00	950.00	2,082,400.00	0.25	520,600.00
Request for Tenancy Approval (HUD-52517)	2,192.00	55.00	120,560.00	0.50	60,280.00
Notice of Unit Approval/Denial	2,192.00	55.00	120,560.00	0.50	60,280.00
Voucher (HUD-52646)	2,192.00	60.00	131,520.00	0.05	6,576.00
Information Packet	2,192.00	55.00	120,560.00	1.00	120,560.00
PHA Information to Owner about tenant	2,192.00	55.00	120,560.00	0.50	60,280.00
Portability Information (HUD-52665)	2,192.00	10.00	21,920.00	0.50	10,960.00
PHA Notification to Field Office of Insufficient Funds for portability moves	400.00	1.00	400.00	0.50	200.00
HAP Contracts (HUD-52641, 52641-A, 52642, 52642)	2,192.00	65.00	142,480.00	0.50	71,240.00
Statement of Homeowner Obligation (HUD-52649)	100.00	10.00	1,000.00	0.25	250.00
Homeownership: Required Contract of Sale Provisions	100.00	10.00	1,000.00	0.25	250.00
PHA PBV Public Notice of RFP	200.00	1.00	200.00	1.00	200.00

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<sup>3</sup> This form is included in another PRA (OMB 2501-0032). The additional burden hours for the voucher program are included in this application (2577-0259)

<sup>4</sup> This form is included in another PRA (OMB 2501-0032). The additional burden hours for the voucher program are included in this application (2506-0112)

PHA PBV Notice of Owner Selection	200.00	1.00	200.00	0.50	100.00
PBV Agreement to enter into a HAP Contract (HUD-52531A and B)	100.00	1.00	100.00	0.50	50.00
PBV NC/R HAP Contract (HUD-52530A, Part 1 & 2)	100.00	1.00	100.00	2.00	200.00
PBV Existing HAP Contract (HUD-52530B, Part 1 & 2)	100.00	1.00	100.00	2.00	200.00
PBV Tenancy Addendum (HUD-52530C)	650.00	33.00	21,450.00	0.25	5,362.50
PBV Statement of Family Responsibilities (HUD-52578B)	650.00	33.00	21,450.00	0.25	5,362.50
PHA Notice of Intent to Project-Base Vouchers to FO	218.00	1.00	218.00	1.00	218.00
Owner Request to HUD FO for Approval to Terminate PBV HAP Contract	20.00	1.00	20.00	1.00	20.00
Owner Notice to FO and tenants to Terminate PBV HAP Contract	20.00	30.00	600.00	0.25	150.00
Legal Opinion that PHA's unit/project is no longer PHA-owned	350.00	1.00	350.00	1.00	350.00
Notification to Field Office of change in ownership if project becomes PHA-owned.	500.00	1.00	500.00	1.00	500.00
Joint PHA/Independent entity certification regarding no legal, financial, other ties.	90.00	1.00	90.00	0.50	45.00
Certification regarding previously approved independent entity	800.00	1.00	800.00	0.50	400.00
Notice of Rent reasonableness determinations completed by independent entity	150.00	3.00	450.00	2.00	900.00
Notice of Review of PBV selection process by independent entity	90.00	2.00	180.00	3.00	540.00
Waikoloa Maneuver Area public notice (HUD-50164)	100.00	1.00	100.00	0.30	30.00
FUP Statement of Need	300.00	1.00	300.00	2.00	600.00

FUP Memorandum of Understanding	300.00	1.00	300.00	5.00	1,500.00
FUP Evidence of a self-sufficiency program	175.00	1.00	175.00	0.50	88.00
HUD-VASH VAMC letter of support	50.00	1.00	50.00	5.00	250.00
HUD-VASH signed formal agreement	50.00	1.00	50.00	6.00	300.00
HUD-VASH boundary description	50.00	1.00	50.00	0.50	25.00
New Inspection Protocol	350.00	1.00	350.00	0.50	175.00
Tribal HUD-VASH application materials	26.00	1.00	26.00	8.00	208.00
Tribal HUD-VASH Leasing Performance Report (HUD-5980)	26.00	1.00	26.00	1.00	26.00
Totals	2,244	1,853.00	5,762,595.00	57.17	2,164,096.50

Average Hours per Response: 1.24

Total Estimated Burdens Hours: 2,164,096.50

## **B. Solicitation of Public Comment**

This notice is soliciting comments from members of the public and affected parties concerning the collection of information described in Section A on the following:

- (1) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;
- (2) The accuracy of the agency's estimate of the burden of the proposed collection of information;
- (3) Ways to enhance the quality, utility, and clarity of the information to be collected; and



(4) Ways to minimize the burden of the collection of information on those who are to respond; including through the use of appropriate automated collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

HUD encourages interested parties to submit comment in response to these questions.

**C. Authority:** Section 3507 of the Paperwork Reduction Act of 1995, 44 U.S.C. chapter 35.

Laura Miller-Pittman,  
*Chief Office of Policy, Programs and Legislative Initiatives.*

**Billing Code: 4210-67**

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